

FORM - A

INSTRUCTIONS FOR CHANGE OF NAME

Please read the Instructions for Change of Name carefully or have someone explain them to you. You may use the forms attached as your petition, or you may submit your own petition if it is identical to the form provided by the Lieutenant Governor's Office. In either case, all forms must be typed. Forms can be xeroxed.

SUBMIT THE FOLLOWING FOR A CHANGE OF NAME:

- 1) The **PETITION**, one (1) original only, within 30 days of the notarized signature. Make two (2) copies of the petition after it has been notarized. Retain a copy for your files. (Original will NOT be returned).
- 2) The **NOTICE OF CHANGE OF NAME**, one (1) original only.
- 3) The **ORDER**, one (1) original, plus five (5) copies.
- 4) A **certified copy** of your original birth certificate not older than 90 days prior to submission, original Naturalization Certificate or alien registration card.
- 5) One (1) **FACT SHEET**.
- 6) Copy of a prior name change decree, adoption decree, guardianship documents, marriage certificate, divorce decree, death certificate, **and/or** paternity documents when applicable.
- 7) **Filing fee**. Money order or check made payable to the "Office of the Lieutenant Governor" in the amount of \$100.00. Cash is accepted when you hand carry your documents.

A PETITION CONTAINING TYPOGRAPHICAL ERRORS, MISSING INFORMATION OR OTHERWISE NOT IN CONFORMANCE WITH THESE INSTRUCTIONS WILL NOT BE ACCEPTED FOR PROCESSING.

The first thing you must do in order to legally change your name is to type in the information requested in the **PETITION**. Make sure that you fill in all the information requested. Detailed instructions are provided as follows:

- (1) This is the official heading. Type in your **full, legal name** which would be your name exactly as it appears on your birth certificate unless you have subsequently married or legally changed your name. **DO NOT TYPE IN THE NAME YOU ARE USING NOW UNLESS IT IS YOUR LEGAL NAME.**
- (2) Type your full, legal name in the space.
- (3) Type in either "his" or "her" in the space provided.

- (4) Type in all information requested. Type in both your mother's and father's names as it appears on your birth certificate. If your father's name is not listed on the birth certificate, type in "unknown".
- (5) Type in the name that appears on your Birth Certificate or Certificate of Naturalization.
- (6) Type in all other names you have used even if they were not legal names. If your name has been changed previously, provide the former name, date and the place where the name change(s) was granted. This includes divorced persons whose divorce decree changes their names.
- (7) You must provide a street address. For those islands in those locations where there are no street addresses you may use a P.O. Box, but please describe the general location of your residence.
- (8) Check the appropriate response. If Petitioner has been convicted of a felony, please state the type and date of conviction, and final disposition of the case. Fully explain the charges, the sentence, the terms of parole or probation, the date of final discharge of the sentence, whether there was a delayed acceptance of a guilty plea, if there was a pardon, by whom the pardon was granted.
- (9) Type in your new name exactly as you want it spelled once it is legally changed.
- (10) Type in your full legal name and your new name exactly as you want it spelled. Make sure you date the petition here, either at the time you have it notarized or before you have it notarized. **If you date it after the date it is notarized, it will not be processed.**
- (11) Sign the petition in blank ink, exactly as it is typed in the heading. **DO NOT USE INITIALS OR NICKNAMES IN THE SIGNATURE.**
- (12) This is the notarized acknowledgment which must be included with every petition. Type in your legal name, exactly as it is in the heading.
- (13) Sign this in front of the notary, in black ink, exactly as your name appears in the heading. **DO NOT USE INITIALS OR NICKNAMES IN THE SIGNATURE.** The notary will complete their portion of this page.

The **PETITION** for Change of Name must be submitted with the **NOTICE OF CHANGE OF NAME** and **ORDER** properly filled out. The directions for filling out these two documents are provided below.

- 1) **NOTICE OF CHANGE OF NAME.** At the upper left hand corner, type your name and address in the space provided. Type in the full, legal name in the heading exactly as you did on the Petition. Also type your legal name in the next two (2) spaces on the document (please note: one space per sentence), the new name on the third space and finally the name of the newspaper you've chosen for publication of the name change legal ad (one day only).

Submit one (1) original of NOTICE OF CHANGE OF NAME. Copies are not required. Once your Petition has been approved, the Lieutenant Governor will sign the NOTICE and it will be returned to you. **You take the NOTICE to the newspaper agency for publication.** The NOTICE of Change of Name must be published in the newspaper within **sixty (60) calendar days** after it is signed by the Lieutenant Governor. Failure to publish within the time required automatically voids the petition for change of name.

The newspaper will mail an AFFIDAVIT of publication to our office within two weeks and a copy of the AFFIDAVIT to you for your files. If we do not receive an AFFIDAVIT from the newspaper, we will assume that you did not have the change of name published and your Petition will be voided at the end of sixty (60) days. NOTE: The newspaper provides the affidavit, you do not have to provide that form.

- 2) **ORDER.** Type in petitioner's name, address and phone number in the space below "After Recordation." Type in your full, legal name in the heading exactly as you did on the Petition. Leave the spaces for the date in the body of the document blank, but type in your legal name and your new name in the proper spaces. We will fill in the date of publication and date of the Lieutenant Governor's signature. Submit one (1) original and five (5) copies of the **ORDER** to our office along with the **PETITION**.

Once our office receives the AFFIDAVIT from the newspaper showing publication of your name change, the Lieutenant Governor will sign the administrative ORDER and it will be sent to you. You must file a copy of the ORDER with the Bureau of Conveyances within sixty (60) days after the signing of the ORDER, (See H.R.S. 574-6b).

The Office of the Lieutenant Governor cannot give legal advice regarding name changes. We can only answer questions related to the procedures in granting name changes. **IF YOU HAVE LEGAL QUESTIONS, YOU SHOULD CONTACT AN ATTORNEY.**

Mail the documents to:

Office of the Lieutenant Governor
P.O. Box 3226
Honolulu, Hawaii 96801

Or deliver documents to:

Office of the Lieutenant Governor
State Capitol
415 South Beretania Street, 5th Floor
Honolulu, Hawaii 96813

For additional information, call 586-0255.

REMINDER/CHECK OFF LIST

REMINDERS

- _____ The name of the Lieutenant Governor is Mazie K. Hirono.
- _____ Petitions with liquid paper corrections must be initialed by the notary.
- _____ Xerox at least (2) copies of the notarized copy of the petition (please retain these copies for your files).
- _____ Signature in FULL (first, middle & last names). DID YOU SIGN YOUR NAME ON BOTH (2) SIGNATURE LINES BEFORE A NOTARY?

CHECK OFF LIST

Please be sure that the following items are included when submitting the name change documents to the Lieutenant Governor's Office.

- _____ **Birth Certificate** (original, certified, not older than 90 days prior to submission), Foreign birth certificates must be translated into English. Original Naturalization Certificate or alien registration card.
- _____ **Petition** (original) that has been notarized no longer than 30 days prior to submission. Make two (2) copies of the petition after it has been notarized. Retain a copy for your files.
- _____ **Fact Sheet.**
- _____ **Orders** (original plus five (5) copies).
- _____ **Notice of Change of Name.**
- _____ **Filing fee.** Money order or check made payable to the Office of the Lieutenant Governor in the amount of \$100.00. Cash is accepted when you hand carry your documents.
- _____ Marriage Certificate, Divorce Decree, Death Certificate, Paternity Documents, Adoption Decree, Guardianship documents, prior name change decree, if applicable (xeroxed copies acceptable).
- _____ Consent form, if applicable.

NOTE

In order to prevent these documents from being sent back to you for corrections, please proof-read and check the documents for accuracy before you send it to our office. (7/97)

FACT SHEET

Each Petitioner shall answer the following questions fully and completely and submit this FACT SHEET with your Petition for Change of Name.

1. What is the name on your Birth Certificate? What is the File No? Dated

2. What is the name on your Certificate of Naturalization? What is the No? Dated

3. What name appears on your social security card?

4. What name do you use in your employment?

5. List all of your marriages, divorces, dates and places thereof:

<u>Married to</u>	<u>Date of Marriage</u>	<u>Place of Marriage</u>
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<u>Divorced From</u>	<u>Date of Divorce</u>	<u>Place of Divorce</u>
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6. List the names, date and place of birth of all your living children:

<u>Name</u>	<u>Date of Birth</u>	<u>Place of Birth</u>
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7. What is the reason for legalizing this name change?

8. I was born/ or married in the State of Hawaii, and wish to have the name on my birth certificate amended in the following way:

(B) _____
First Name Middle Name Last Name

(M) *****
First name cannot be amended Middle Name Last Name (7/97)

LAND COURT	REGULAR SYSTEM
AFTER RECORDATION, RETURN BY MAIL ()	PICKUP ():

STATE OF HAWAII

In the Matter of the Petition)
)
 of)
)
 _____)
)
 For Change of Name)
 _____)

The Notice of Change of Name of _____ having
been published on _____ in a newspaper of general circulation in the State of Hawaii,
I, Mazie K. Hirono, Lieutenant Governor of the State of Hawaii, by virtue of the authority vested in me

by law and thereunto enabling, do hereby order that the name of _____
be changed to _____ effective _____.

Dated: Honolulu, Hawaii: _____

MAZIE K. HIRONO
Lieutenant Governor of the State of Hawaii

PUBLICATION REQUESTED BY:
AFTER PUBLICATION, RETURN TO:

Name

Address

City, State, Zip Code

Return by: Mail (x) _____

IN THE OFFICE OF THE LIEUTENANT GOVERNOR

STATE OF HAWAII

In the Matter of the Petition)

of)

_____))

For Change of Name)

_____))

NOTICE OF CHANGE OF NAME

Upon consideration of the Petition of _____ and
there appearing to me to be good reasons for granting the same:

NOW, THEREFORE, by virtue of the authority vested in me by law and thereunto
enabling, I, Mazie K. Hirono, Lieutenant Governor of the State of Hawaii, do hereby give public notice
that the name of _____ shall be changed to
_____ upon a single publication in the _____,
(name of newspaper)
a newspaper of general circulation in the State of Hawaii, published at _____, Hawaii.

DATED: Honolulu, Hawaii _____

MAZIE K. HIRONO
Lieutenant Governor of the State of Hawaii

IN THE OFFICE OF THE LIEUTENANT GOVERNOR

OF THE STATE OF HAWAII

In the Matter of the Petition)
)
 of)
)

(1) _____)
)
 For Change of Name)
 _____)

PETITION

TO THE HONORABLE MAZIE K. HIRONO, LIEUTENANT GOVERNOR OF THE
STATE OF HAWAII:

(2) COMES NOW _____,
your petitioner herein, and respectfully pray that an order be entered herein

(3) changing _____ name and in support thereof represents as follows:

I.

(4) That your Petitioner's date of birth is _____;

date of birth is _____;

place of birth is _____;

father's name is _____;

(Name as shown on birth certificate)

mother's maiden name is _____;

(First)

(Middle)

(Surname)

II.

(5) That the name on your Petitioner's birth certificate or certificate of naturalization is

_____.
(First) (Middle) (Surname)

III.

(6) That other names Petitioner is using or has used are as follows:

IV.

- (7) That your Petitioner is a resident of the State of _____
and Petitioner's present address is _____
_____.
(Residence address)

V.

- (8) That your Petitioner:
_____ has not been convicted of a felony.
_____ has been convicted of a felony.

<u>Felony</u>	<u>Date of Conviction</u>	<u>Disposition</u>
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If Petitioner has been convicted of a felony, respond to the following questions:

1. Fully explain the charges.
2. Fully explain the sentence.
3. Fully explain the terms of parole or probation.
4. Fully explain the date of final discharge of the sentence.
5. Fully explain whether there was a delayed acceptance of a guilty plea.
6. Fully explain if there was a pardon, by whom the pardon was granted.

VI.

That this Petition is not filed for the purpose of avoiding payment of debts to creditors; your Petitioner has been and is a good law-abiding citizen and your Petitioner states that this Petition for Change of Name is not for wrong or fraudulent purposes.

VII.

That your Petitioner is now requesting a Change of Name to

(9) _____

WHEREFORE, your Petitioner prays that an order be entered herein Changing Petitioner's

(10) name from _____ to
_____.

DATED: _____, Hawaii.
(City)

(11) _____
Petitioner (Sign name in full)

STATE OF HAWAII)
COUNTY OF _____)
(Honolulu, Hawaii, Maui, Kauai)) SS.

(12) _____, being first duly sworn on oath
(Name of Petitioner)
deposes and says:

That Petitioner is the person named herein, that Petitioner has read the foregoing Petition,
knows the contents thereof, and that the same is true to the best of the Petitioner's knowledge.

(13) _____
Petitioner (Sign name in full)

Subscribed and sworn to before me

this _____ day of _____ 19____

Notary Public, State of Hawaii

My Commission expires: _____

SURVEY SHEET ON VOTER REGISTRATION

FOR AMERICAN CITIZENS ONLY

(CHECK ONLY ONE OF THESE)

_____ I am not a registered voter and I am NOT interested in registering under my new name at this time.
STOP. DO NOT FILL OUT OR SIGN THIS FORM.

_____ I am NOT a registered voter, but would like to register to vote under my new name.

_____ I am a registered voter and would like my name changed on the voter registration list. PLEASE COMPLETE THIS FORM, SIGN IT AND RETURN WITH YOUR NAME CHANGE FORMS.

_____ I am a registered voter and would like my name and address changed on the voter registration list.
PLEASE COMPLETE THIS FORM, SIGN IT AND RETURN WITH YOUR NAME CHANGE FORM.

When you have your name changed legally, you need to change your voter registration as well. Please fill out the information below and return this form with your name change Petition. When your name change order is signed by the Lieutenant Governor, your voter registration will automatically be updated to reflect your new name.

1. I am a registered to vote on _____
(Island)

2. My name is being changed from _____
to _____

3. My residence address is _____

4. My telephone number is (H) _____ (B) _____

5. My mailing address is _____

6. My social security number is _____

7. My date of birth is _____

Signed _____
(New name)

Name Change Effective on: _____

Name Change granted by the Lieutenant Governor on: _____ (7/97)